



# Memorandum

*Office of the Village Administrator*

**TO:** Honorable President Valdez and Village Council  
**FROM:** Darwin D. P. McClary, Interim Village Administrator  
**DATE:** April 26, 2021  
**RE:** **VILLAGE ADMINISTRATOR'S REPORT**

## VILLAGE ADMINISTRATOR POSITION

The Village Administrator recruitment schedule includes the following major steps:

- March 1 – 20 – Community stakeholder meetings; interviews with council members
- March 22 – Village council approval of candidate profile
- March 26 – April 23 – Recruitment period
- April 23 – Deadline for applications
- May 3 – Village council meeting in closed session to review candidates
- May 5 – Village announces five (5) finalists
- May 15 – Village council conducts public interviews of finalists
- May 15 – 22 – Final background check conducted
- May 24 – Village council approves new administrator contract

## WWTP UPGRADE PROJECT

Attached are the minutes for the bi-weekly project field meeting held on April 21, 2021, providing an update on the status of the WWTP upgrade project.

## MARCH 10 BOIL WATER ADVISORY

The village has received a violation notice from EGLE due to the delay in notifying EGLE of the water valve issue at the plant. The village is required to provide a notice informing the public of the violation. The notice was mailed out on April 22. No fines will result from this violation, and plant staff have taken corrective actions to ensure that timely communication with EGLE occurs in similar situations in the future.

## UPCOMING MEETINGS

- Village Administrator's After Hours – April 28, 5:00 PM – 7:00 PM by appointment
- Planning Commission – May 3, 7:00 PM
- Village Council Special Meeting – May 3, 7:00 PM
- Village Administrator's After Hours – May 5, 5:00 PM – 7:00 PM by appointment
- Village Council Regular Meeting – May 10, 7:00 PM

### CURRENT PROJECT LIST

- Village Administrator Search
- WWTP Upgrades
- Aquatic Center Punch List Items
- Aquatic Center Opening Preparations

BLISSFIELD, MICHIGAN  
WWTP IMPROVEMENTS  
Field Meeting #2 **MINUTES**  
Wednesday April 21, 2021 9:30 am

- I. Attendance
  - a. **PDG- Denise Plummer, Ken McOwen**
  - b. **Blissfield – Randy Retan, Steve Shields**
  - c. **LaSalle – Giovanni LaRossa**
- II. Work accomplished – **layout, set generator pad (needed to reorder resteel it was wrong), potholing pipe locations to layout pump around that will start next week**
- III. Field Observations, problems and decisions
  - Start on site April 5 since frost laws not lifted yet
  - RPR no need to start till April 7 when trailer and porta john delivered
  - RCI changed their roofing material, LaSalle will resubmit the shop drawing- **it was determined what was submitted was correct and RFI#4 answered this**
  - **We need correct, updated, matching drawings and spec on Procor. Ken and Giovanni's sets don't match. (E101 and 106, but 5 electrical sheets total and 10 mech sheets)**
- IV. Identification of problems which impede planned progress
  - Status of Consumers Energy. Transtar needs to know size of transformer to size pad. PDG to follow up again with CE. The transformer size shouldn't change depending on primary vs secondary service
  - **10" DIP is backordered**
  - **Complete Fusion and PVC pipe submittal review ASAP. Lead time unknown, Suppliers inventory reduced 40%**
  - **Review Sampler Submittal ASAP**
- V. Change Orders
  - a. Permitting cost increase \$4025 – Building permit
  - b. **Bulletin for 2 additional SS gates is forthcoming**
  - c. **Bulletin for RAS\WAS pumps loop controller is under review.**
- VI. Old Business-
  - a. Steve Wonderly to call Randy. Randy has some questions
  - b. Randy needs a hard copy set of conformed construction drawings
  - c. LaSalle requested that FM Sylvan and Transtar be allowed to store materials at their shops since site is tight. USDA said has to be onsite to be paid for stored materials
  - d. First Pay Request has been reviewed and approved. Haile with USDA is helping Darwin on the submittal for disbursement procedure since he was not present at closing. **Blissfield has received the money and will distribute.**
- VII. New Business

- a. PDG RPR to work with Owner on color selection and provide selection to LaSalle
  - i. Color of the masonry veneer to match the Main Building. Randy has said that he doesn't want the building painted.
  - ii. The color and finish for the aluminum windows. The spec calls for painted aluminum but we typically see a dark bronze anodized finish. But the spec says the Owner can select from the entire color selection available.
  - iii. The color for the FRP doors and frames for the Headworks Building.
  - iv. The color for any exterior steel framing that is not galvanized.
- b. **LaSalle added a section on Procor for all the mill certificates. PDG will send them to USDA.**

VIII. Comments

- a. LaSalle to use TTL from Plymouth, MI for testing. Need to confirm if this meets the requirements for special inspections per chapter 17 of the Michigan Building Code.
- b. **Steve Shields received an email thru MiWaters about the schedule for the WWTP construction. He contacted Ken at MEGLE with no response. He will contact him again and send PDG the email to see if they can assist.**

**NEXT MEETING – May 11, 2021 10:30 AM**